



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: MAINTENANCE & SERVICE OCCUPATIONAL TRAINEE

SALARY RANGE	Range: \$1,937 - \$2,198* <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Temporary Authorization (TAU) 9 months / Full-Time* <small>*This is a Non-Testing, Temporary Authorization Classification. Appointment into the class cannot exceed a 9-month period.</small>
PROGRAM/DEPARTMENT	Various Locations
FINAL FILING DATE	August 22, 2014

DESCRIPTION OF DUTIES: Under close supervision, and in a trainee capacity, the Maintenance & Service Occupational Trainee (MSOT) receives on-the-job and/or formal training to develop necessary skills for successful completion and facilitate their permanent entry into California State Civil Service at a higher level. The MSOT assists in keeping work areas and equipment clean, orderly and in good repair. The MSOT performs tasks such as sorting, checking, counting, moving, arranging, cleaning, collecting or packing of various types of job-related materials. The individual in this position learns skills in the proper use and care of work aids and assists in completing services and tasks. Several areas in which MSOTs may be used throughout the facility are the General Services Department such as housekeeping and janitorial services; warehouse, storeroom and food service areas.

HIRING PRIORITY: Public assistance recipients shall have priority in being hired for this position as provided in Government Code 19063. Participation in a seasonal or entry-level non-testing classification vacancy by a public assistance recipient shall be voluntary only and in no event shall any person be subject to sanctions, through loss of benefits or eligibility, for not applying for, accepting or continuing in such a position.

WHO MAY APPLY: This is a non-testing classification. A civil service examination is not administered for this classification. The duration of this assignment may not exceed a 9-month-period. At the conclusion of the assignment, the incumbent would have gained the experience to meet the minimum qualifications to participate in an examination for the higher level in this field, typically the classification of Service Assistant (Custodian). Applicants are expected to demonstrate the ability to learn and safely perform unskilled or semiskilled work in a maintenance or service occupation and should have the ability to read basic English at a level necessary for successful participation in on-the-job training and work assignments.

For information on the classification please visit the Job Specification link at the California Department of Human Resources website at www.calhr.ca.gov. The STD.678 may be completed and downloaded from their website or provided by the Sonoma Developmental Center Personnel Office. Please mail or hand-deliver your completed application to the address below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications must be received no later than close of business (5:00 p.m.) on the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes not accompanied by the official form STD-678 will not be accepted.

SEND A COMPLETED STD. 678 APPLICATION TO:

Sonoma Developmental Center
Personnel Examination Department (Admin. Bldg. Room #124)
P.O. Box (Please use P.O. Box when mailing).
15000 Arnold Drive Eldridge, CA 95431
(707) 938-6650 (Contact Karrie Hubbenette for questions specific to essential functions of the position only.)

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.